

City of Lowell
Job Description
Please Post: January 20, 2021
Deadline: Open Until Filled
Parking Department
Parking Control Officer/Meter Enforcement Officer

2 Vacancies Available

One (1): Monday - Friday

One (1): Tuesday- Saturday 10am-6:00pm

Job Title: *Parking Control Officer/Meter Enforcement Officer* (2000-02, 2851)
Department: City of Lowell Parking Department
Reports To: Parking Director; designated personnel
Union: AFSCME 1705
FLSA Status: Non-exempt
Hours: Vacancy 1: Monday –Friday
Vacancy 2: Tuesday-Saturday 10:00am-6:00pm
Wage: \$15.8700 (min) to \$20.0445 (max) per hour; 40hrs/week

SUMMARY

To enforce parking regulations and ordinances. Must be able to read, understand and apply City and parking ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under general supervision, enforce parking rules and regulations, which include but are not limited to: handicapped parking, street cleaning snow bans, visitor parking permits, resident sticker permits, Reserved Dwelling Parking Spaces.

Patrols assigned specific areas, at times on foot, and issues tickets for violators. Must print clearly and have the ability to write reports. Must have basic computer knowledge and be able to learn and to operate handheld electronic devices used for ticketing.

Individual must have the flexibility to work any of the scheduled shifts as defined and set by the Parking Department that effectively enforce rules and regulations as defined by State parking laws and City ordinances.

Candidate may be asked to perform duties that assist with the administration of, processing of applications and transactions for, and enforcement of programs that are overseen by the Parking Department. Duties may include requests from City Police Department with respect to parking violations.

Individual must be able to conduct themselves in a professional manner and be able to tolerate possible derogatory verbal comments from disgruntled citizens.

Must be highly motivated and be able to work without constant supervision.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training preferred; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Individuals with bilingual skills are encouraged to apply. (English/Spanish or English/Khmer)

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, time and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current and valid driver's license. Good driving history. Must have own transportation to travel to assigned area of the city.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee

must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to read signs up close and at a distance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and vibration. The noise level in the work environment is usually loud.

Individual must be able to handle extreme verbal abuse from disgruntled citizens, without entering into confrontations. Must always conduct themselves in professional manner; must be able to report to work in sound physical condition to perform duties; neat attire and appearance a must.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by the Deadline: Open Until Filled. Applicants may also fax application and/or resume to 978-446-7102 or via email to cityjobs@lowellma.gov

EOE/AA/504 Employer